



OPERATIONAL SERVICES DIVISION

Sustainable Purchasing

Julia Wolfe, Director of Environmental Purchasing
Commonwealth of Massachusetts' Operational Services Division
11/17/2020

Serving Public Buyers and Vendors of the Commonwealth of Massachusetts



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Commonwealth of Massachusetts - Operational Services Division



Establish/
Manage SWCs

- OVM
- SSPP
- SDO
- COMMBUYS



>[110 SWCs](#)
16 categories,
>\$1.9 billion



Eligible Entities:

- Executive Agencies (required)
- Muni's
- Public Colleges & Universities
- Some Non-profits



Robust EPP
Program

- Dedicated Director
- EO 515
- Annual Reporting

Executive Order 515 - Environmental Purchasing Policy:

“....help conserve natural resources, reduce waste, protect public health and the environment, and promote the use of clean technologies, recycled materials, and less toxic products.”



- Directs Departments to procure EPP's *whenever such products and services are readily available, perform to satisfactory standards, represent best value to the Commonwealth.*
- Develop new EPP specs & designate minimum EPP requirements
- Co-chair Toxics Reduction Task Force
- Promote EPPs to eligible users
- Publish Annual Progress Report
- Encourage national cooperation

OSD Local Government Enablement (LGE) Team

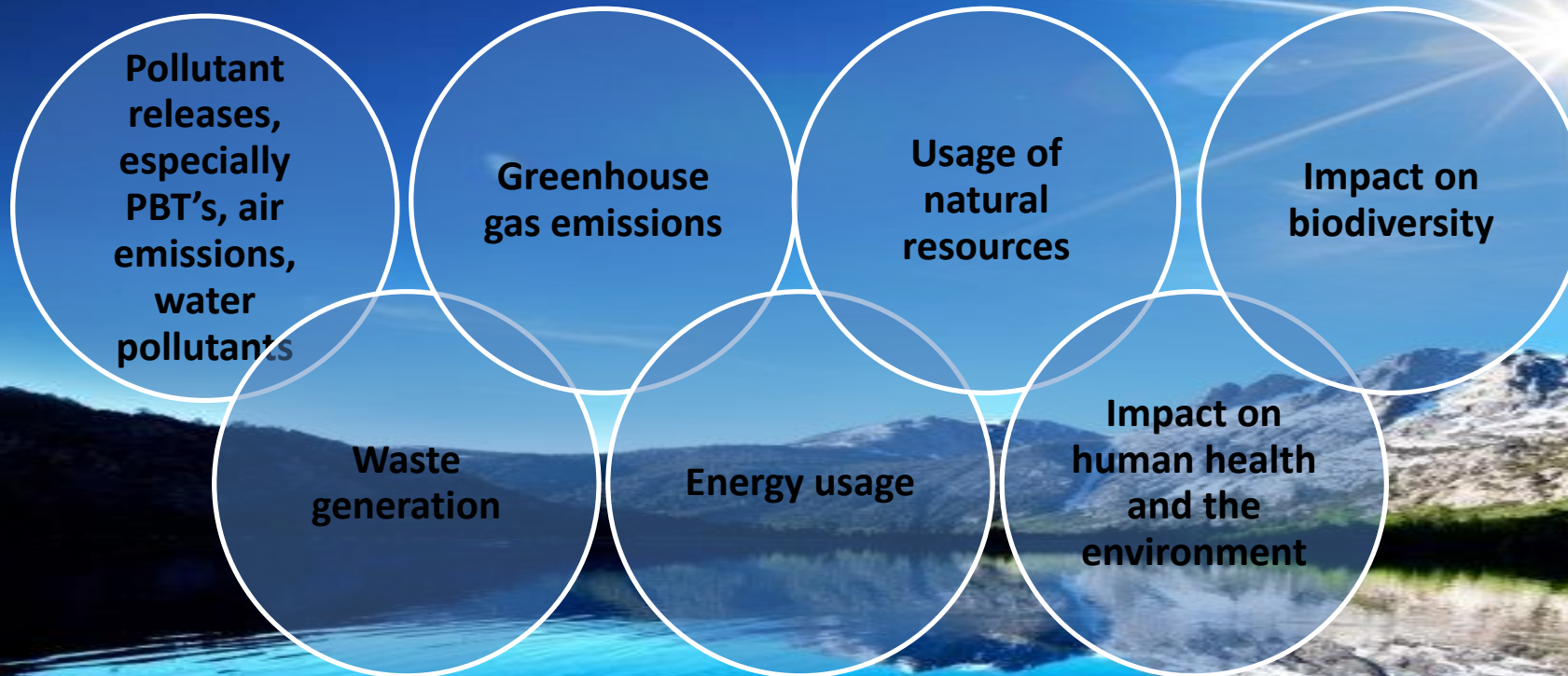


- Whether you have worked with OSD in the past or are hoping to learn more about the advantages of becoming a COMMBUYS-enabled entity, LGE can help! Contact Eric.Murphy@mass.gov.
- LGE also is available to present information about statewide contracts and COMMBUYS at your next association/organization meeting. Contact Eric Murphy.



Eric Murphy (eric.murphy@mass.gov)
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Patricia Burke (patricia.burke@mass.gov)
Jennifer Forsey (Jennifer.forsey@mass.gov)

EPPs: Products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. It reduces or eliminates:



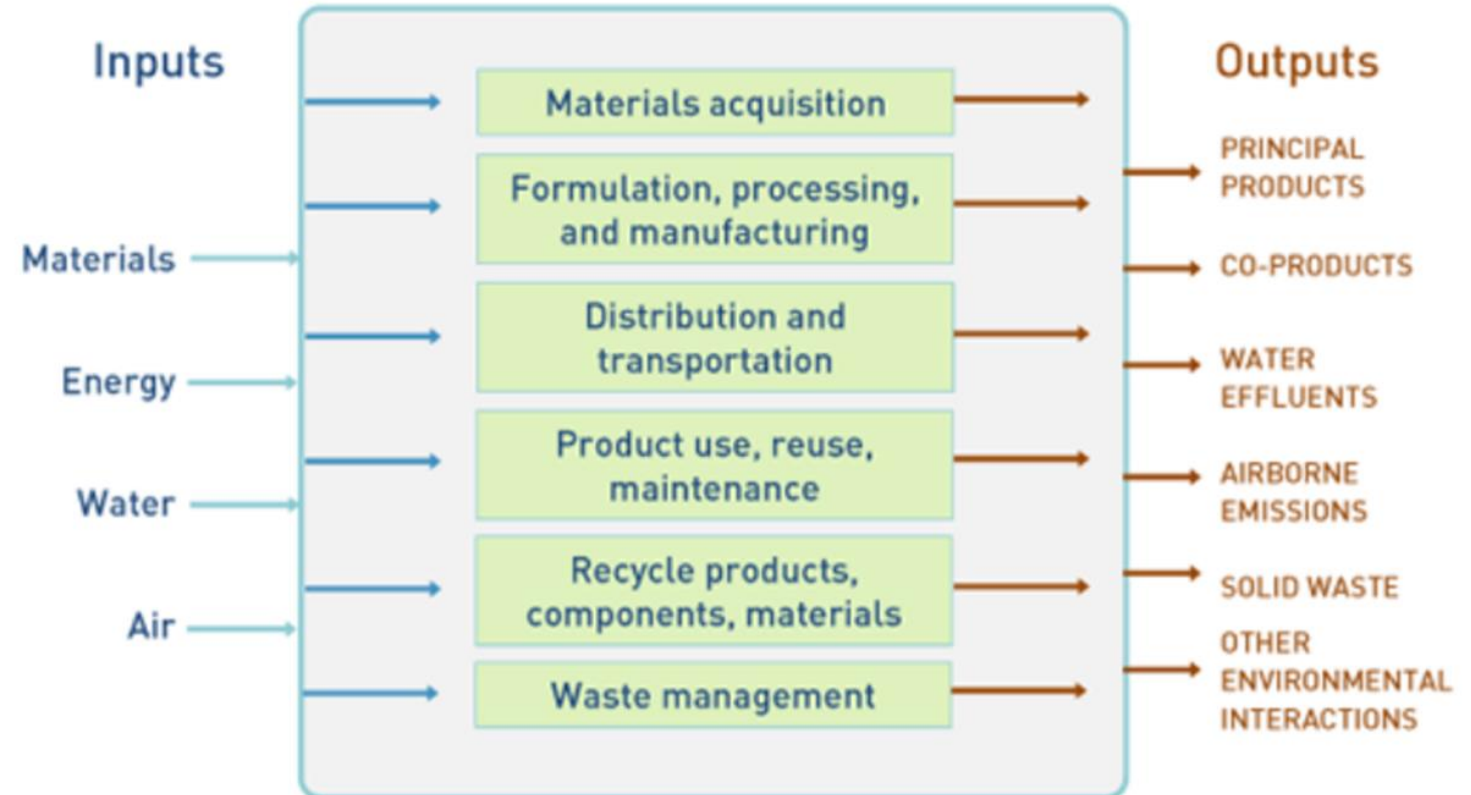
- **Recycled Content**
- **Recyclability**
- **Less Toxic**
- **Energy & Water Efficient**
- **Reduce Waste**
- **Biodegradable/Compostable**
- **Repairable**
- **Refurbished**
- **Reusable**
- **Durable**
- **Made from renewable material**

What to Consider



Life Cycle Impacts/Full Cost Accounting

- EPP from a life-cycle perspective – may be higher cost up front but may be cheaper over the life cycle of the product
- Determine what are the true costs
- Helps identify best value



Cost Savings....

What are the costs of not taking action?

- disposal costs of hazardous and solid waste
- hazardous management costs using less toxic products
- operational costs through energy savings from more efficient equipment
- repair and replacement costs when using more durable and repairable equipment
- employee safety and health concerns
- material and energy consumption





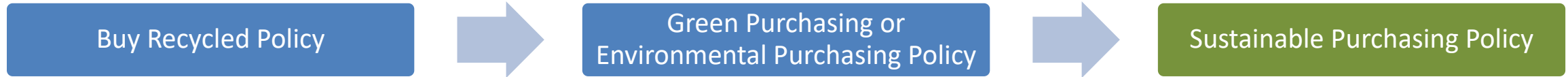
Third Party
Certified



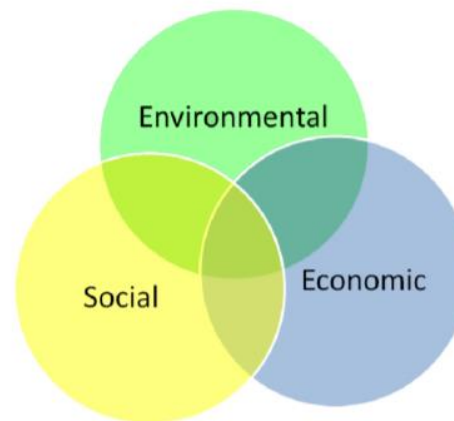
What you purchase
matters for Climate
Action Planning.



Policy



*The intention of a sustainable purchasing policy is to establish or institutionalize a sustainable purchasing program in an organization, regardless of size or type. This means purchasing products that meet environmental, health, and other sustainable criteria **whenever they meet cost and performance requirements.***



Three Pillars – making the case

Economic Benefits

- Cost savings from sustainable products e.g., energy efficient computers, hybrid electric vehicles, water-efficient toilets, and duplexing printers are often more resource-efficient, LED lighting, high performance rechargeable batteries, high-yield toner cartridges.
- Eased regulatory burdens

Environmental Benefits:

- resource efficient product and services – creates less output and longer lasting products creating municipal culture of reduction, conservation and innovation
- Reduction of toxics chemical exposures and pollution
- Resource conservation
- Reduced greenhouse gas emissions

Social Benefits:

- Buying local provides local economy of growth and economic opportunity for vulnerable populations
- Market development for sustainable products and services
- Increase employee morale and engagement

But also....

- Lead by example
- Help achieve sustainability goals
- Stimulates discussions among staff about policy goals
- Facilitates creation of program infrastructure
- Supports champions who are already doing the right thing
- Clarifies sustainable procurement procedures for purchasing agents and vendors (e.g., planning, development of standards, and reporting requirements)
- May enable organization to qualify for sustainability awards and environmental grants

Close the Loop

- Buying recycled products supports closing the loop
- Goal of recycling program manager: increase diversion of materials from the waste stream - which goes towards providing feedstock for products
- Municipalities receive multiple types of funding (grants and TA) to enhance diversion. Must consider this assistance in the full cost accounting.

Municipal procurement programs are driven by low cost – with 30B.

- Spec for best value. If spec recycled content or environmentally preferable, then can choose the low cost with the spec.

Policy and Program Development



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From Safer States/Ecology Center [EPP Roadmap](#)

1. Foundation Building

- [OSD EPP Program](#)
- [Sustainable Purchasing Leadership Council](#)
- [Responsible Purchasing Network](#)
- Third Party Certifications
- Municipal Sustainability Directors

2. Creating a Policy: Having a statutory or administrative policy means more accountability and resources available for implementation

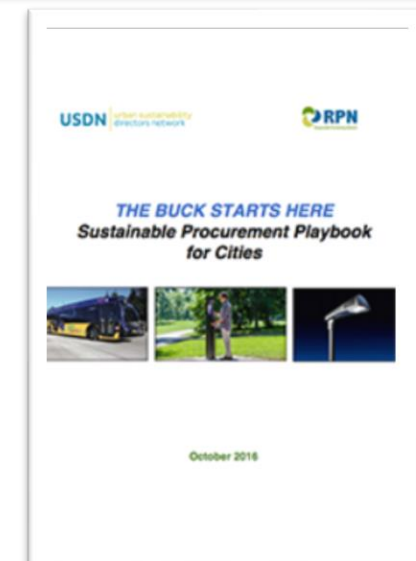
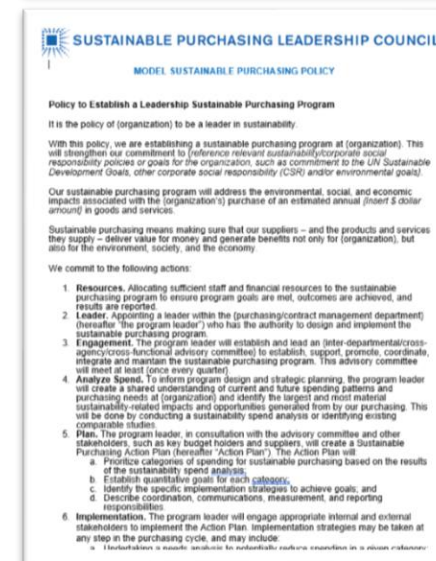
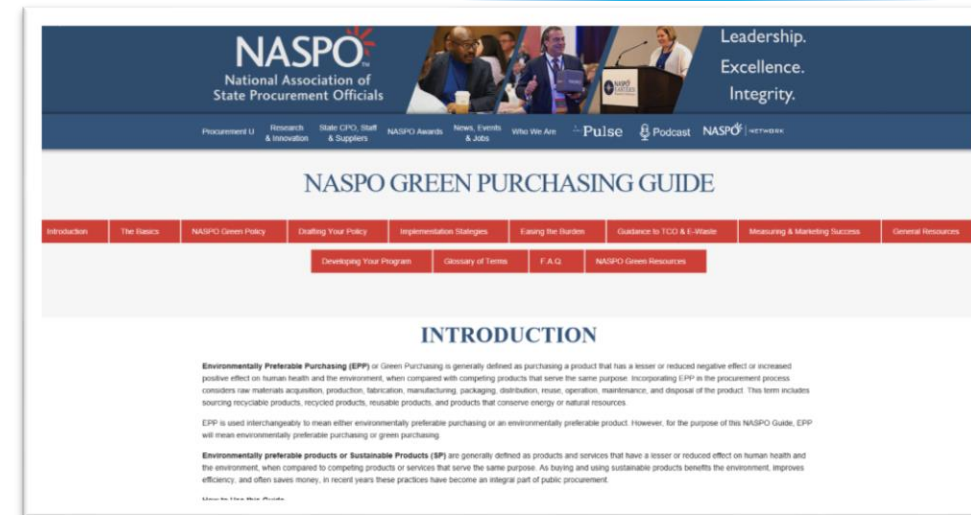
- Sustainable Purchasing Leadership Council: [Model Policy](#) and [Guidance](#)
- [NASPO Green Purchasing Guide](#)
- [USDN and RPN - The Buck Starts Here: Sustainable Procurement Playbook for Cities](#) – and here is their [Sample policy](#)

3. Implementing an EPP

- [OSD EPP Program Products and Services Guide](#)
- EPP Roadmap [Program guides and specifications](#)

4. Training, Goal Setting and Measuring Impact

- Staff training and public reporting



Common statements and answers

It is going to cost more to buy more sustainable goods and services

- Consider lifecycle and total cost of ownership
- Focus on large contracts
- Piggy-back on existing contracts – use SWC's

Sustainable products and services are not as effective

- Use third party certified products/services
- Initiate pilots with products

Sustainable procurement will take too much time

- Upfront planning and rollout takes time, but once developed, it's part of the framework

There are not enough sustainable products and services available

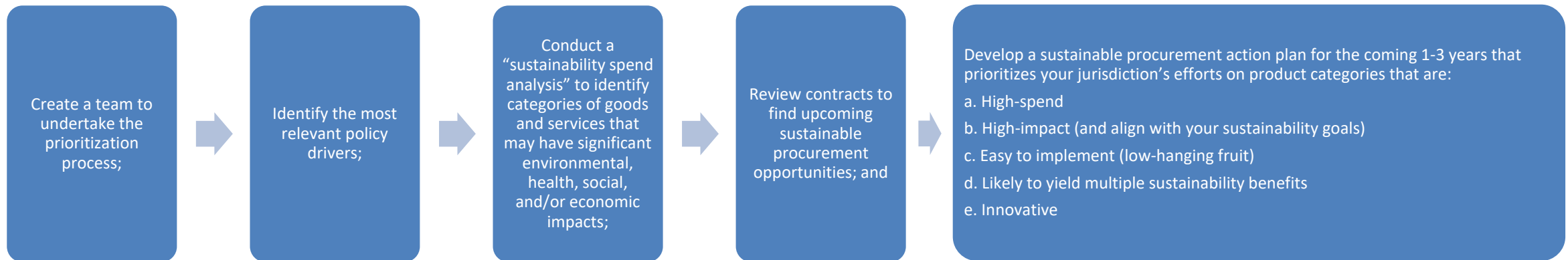
- There are thousands of sustainable product on OSD's SWC's



Best Practices

From the [USDN and RPN - The Buck Starts Here: Sustainable Procurement Playbook for Cities](#)

Best practices for setting sustainable procurement priorities include:



Sample Sustainable Purchasing Policies

[City of Santa Monica EZ Buying Guides](#)
[Washington DC Sustainable Purchasing Program](#)
[Model Policy from Ann Arbor, Michigan](#)

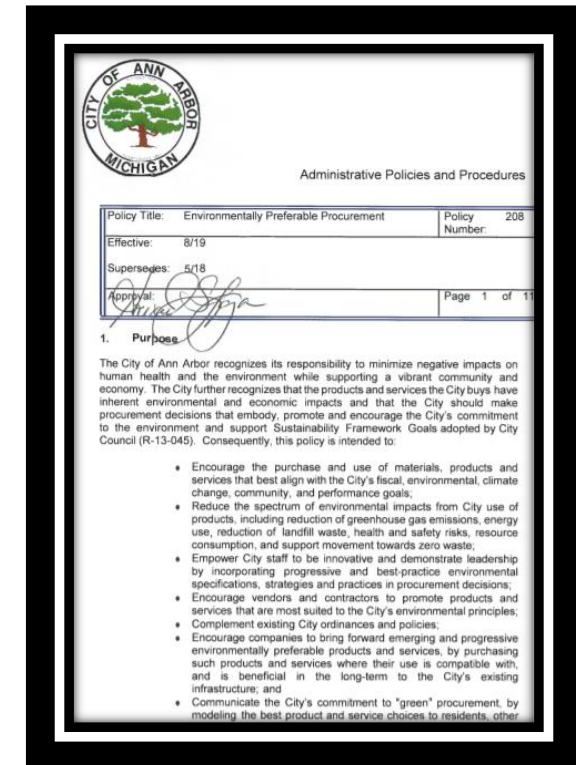


Tips from Ann Arbor, Michigan

- Develop clear guidelines for identifying EPP's
- Incorporate considerations for balancing EPPs and fiscal concerns
- Figure out highest purchased items and provide recommended EPP replacements.
- Use third party certifications
- No greenwashing
- Consults with different department to make easy to implement policy
- Clearly identify implementation responsibilities
- Develop a procedure for soliciting and obtaining EPPs.
- Develop clear details about non-supported materials
- Policy should not require goods or services that do not perform adequately for intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time
- Include language in resolutions that highlights that EPP criteria was considered as part of award process
- Require purchasing manager to justify why not buying an EPP. Need to understand true costs from life-cycle perspective. May be higher cost up front but cheaper over the life of the product

They used existing staff and interns to develop policy and implement program!

[See the Model Policy from Ann Arbor, Michigan](#)



Listen to Dr. Missy Stultz about the Ann Arbor policy and how it was implemented in the Safer States/Ecology Center [webinar](#)

TOOL: Find EPPs on Statewide Contracts

www.mass.gov/epp

Environmentally Preferable Products and Services Guide

This Guide has been prepared by the Environmentally Preferable Products Procurement Program (EPP Program) managed by the Operational Services Division (OSD) to assist Commonwealth agencies and political subdivisions in identifying and procuring more sustainable products and services, such as products that use less energy and water, are made with recycled content and less toxic materials, and have other environmentally preferable attributes. The products and services listed are those available on Commonwealth Statewide and limited use contracts.

BINDER ORGANIZATION:Operational Services Division

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Introduction

Below please find alphabetical listings of environmentally preferable products and services available on OSD's Statewide Contracts. Click on a link to view the appropriate section in this Guide with summary information, and select the appropriate contract number to bring you to the Contract User Guide (CUG), which provides contract summary purchasing information.

To use OSD's Statewide Contracts and to view the most recent contract information, including a full list of vendors, visit [COMMBUYS \(www.COMMBUYS.com\)](http://COMMBUYS.com) and search for the appropriate contract number.

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- Antifreeze - Remanufactured
- Art and Instructional School Supplies
- Bio-based Lubricants, Equipment and Supplies
- Biodiesel
- Building Materials and Supplies
- Cleaning Products, Programs, Equipment, and Supplies
- Clothing, Environmentally Preferable
- Compostable/Bio-degradable Products

Cleaning Products, Programs, Equipment, and Supplies

Contract Title & Links to Contract User Guides	Product Description for Cleaning Equipment, and Supplies
Environmentally Preferable Cleaning Products, Programs, Equipment & Supplies - FACB0	This is a multi-state "all green" contract category of environmentally preferable supplies that also includes greening janitorial paper products including "Independently Third-Party Certified" claims, as well as the program established and managed by the program. The following are various...

TABLE OF CONTENTS

- Antifreeze Recycling
- Battery Recycling
- Computer/Electronics Recycling
- Demand Response Services
- Document scanning and destruction (recycling)
- Environmental Consultant, Program Coordinator
- Energy Consulting Services
- Fire Extinguisher Recycling
- Fuel Card and Fuel Management Services

Battery Recycling

Contract Title & Links to Contract User Guides	Services Description for Battery Recycling
Hazardous, Medical, Hard-To-Manage Waste Collection, Disposal/Emergency Response - FACB2	Vendors on this contract offer recycling for mercury oxide, silver oxide, button cells, and compositions, such as nickel metal hydride, and alkaline household hazardous waste and may be found in the cost table.
Office Supplies, Recycled Paper and Envelopes - OFF36	COMMBUYS HBPO, The office supplies...

OSD's Environmentally Preferable Products

Alternative Snow and Ice Products	Alternative Vehicle Technologies	Antifreeze – Remanufactured	Art and Instructional School Supplies, Environmentally Preferable	Bio-based Lubricants, Equipment and Automotive	Biodiesel	Building Materials and Supplies	Cleaning Products, Programs, Equipment, and Supplies, Environmentally Preferable
Clothing, Environmentally Preferable	Compostable/Bio-degradable Dishware Supplies	Computers, Desktop and Laptops, new, used and refurbished	Copiers, Printers, Scanners and Multifunctional Devices	Electrical and Lighting Supplies and Equipment, Energy Efficient	Fertilizers, Organic and Other Environmentally Preferable Landscaping Applications	Floorcoverings and Accessories	Foodservice Equipment, Environmentally Preferable
Furniture, Environmentally Preferable and Remanufactured	Heating Oil , B5 Bio-heat	Hospital Supplies, Remanufactured or Used	Landscaping Products, Environmentally Preferable	Lawns and Ground Equipment	Mobile Phones	Motor Oil, Re-Refined and Other Bio-based Lubricants	Office Supplies
Organic Foods, Dairy, and Baked Goods	Plastic Lumber, Recycled	Plumbing, Heating, and HVAC Supplies	Printed Promotional Products, Environmentally Preferable	Recycling Containers and Compost Bins	Telematics	Tire Recycling	Toner Cartridges, Remanufactured
	Trash Bags, Plastic, Imprinted, Recycled	Ultra-Low Sulfur Diesel	Vehicle Parts, Remanufactured Motorized Parts	Vehicles, Alternative Fuel	Water: Bottled, Emergency Bottled, Water Filtration Services, Reverse Osmosis Systems	Water Treatment Technologies, Alternative	

OSD's Environmentally Preferable Services

Antifreeze Recycling	Battery Recycling	Computer/Electronics Recycling	Demand Response Services	Document scanning and destruction (recycling) services	Environmental Consultant, Program Coordinator, and Planner Services	Energy Consulting Services
Fire Extinguisher Recycling	Fuel Card and Fuel Management Services	Hazardous Waste Recycling	Integrated Pest Management (IPM)	Integrated Pest Management for Turf and Landscaping	Janitorial Services, Environmentally Preferable	Landscaping Services: Irrigation, Tree Trimming, Catch Basin Cleaning, & Snow Removal
Managed Print Services	Mattress Recycling	Moving and State Surplus Disposal Services	Oil Waste Recycling	Print, Copy & Mail Services	Propane Tank Recycling	Renewable/Alternative Energy Credit Contract
Scrap Metal, Sale and Disposal	Scrap Tire Removal / Disposal Services	Small Package Delivery Services	Solar Inspection Services	Solid Waste and Recycling Services	Universal Waste, Mercury and Battery Recycling	Vehicle Management Services
		Vehicles, Short-term Rental	Windshield and Glass Recycling for Vehicles			

OSD Surplus Property Program

- OSD [Surplus Property Program](#) includes office equipment and furniture, clothing, vehicles, and building materials.
- [Municipality Request](#): after 30 days on the SPP list surplus products are offered to municipalities for a fee.



OSD Surplus Property Program



OPERATIONAL SERVICES DIVISION

Municipality or Non-Profit Organization: Use the Surplus Request Form found under Related Links. When you complete the Surplus Request Form, you may mail or fax the form to the Surplus Property Office for processing. Please be sure to enclose proof of non-tax status.

Available To					Original Value	Available To:		Service Charge to Municipalities or NonProfit (per unit)
State Agencies	Item #	Count	Description	Condition		Municipalities	Non-Profit	
10/27/2020	21-0086	1	Weight room rack	O-3	\$1,300.00	11/27/2020	12/17/2020	\$10.00
10/27/2020	21-0087	1	Weight room rack bench	O-2	\$500.00	11/27/2020	12/17/2020	\$10.00
10/27/2020	21-0088	1	Leg extension leg curl plate loaded bench	E-1	\$950.00	11/27/2020	12/17/2020	\$10.00
10/27/2020	21-0089	1	Kettlebell rack	O-2	\$300.00	11/27/2020	12/17/2020	\$10.00

Contact: NAC - Massachusetts College of Liberal Arts, William Norcross, TEL: (413) 662-5529, Email: william.norcross@mcla.edu, 375 Church Street, North Adams MA 01247

Storage Location: Amsler Campus Center, 104 Corinth Street, North Adams, MA 01247

10/22/2020	21-0084	1	Avaya conference phone – MODEL 4690IP	O-2	\$800.00	11/22/2020	12/12/2020	\$10.00
10/22/2020	21-0085	18	APV63-cables	O-2	\$0.00	11/22/2020	12/12/2020	\$5.00

Contact: Quinsigamond Community College - Jacob Fontanez, TEL: 508-854-2817, Email: jfontanez@qcc.mass.edu, 670 Westboylston street Worcester MA 01606

10/20/2020	21-0079	4	APC AR3100 Server Rack Enclosure	O-1	\$6,304.00	11/20/2020	12/10/2020	\$20.00
10/20/2020	21-0080	8	APC 30A/208V RM PDU	O-1	\$8,114.00	11/20/2020	12/10/2020	\$20.00
10/20/2020	21-0081	4	Cisco Nexus 5596UP Switch	O-2	\$48,951.32	11/20/2020	12/10/2020	\$30.00
10/20/2020	21-0082	2	Cisco ASA 5512-X Firewall	O-2	\$6,388.46	11/20/2020	12/10/2020	\$20.00
10/20/2020	21-0083	2	Cisco Catalyst 3850 Switch	O-3	\$0.00	11/20/2020	12/10/2020	\$20.00

Contact: CHIA - Center for Health Information and Analysis, Steve Powers, Email: Stephen.Powers@MassMail.State.MA.US, TEL: 617-701-8383, 501 Boylston Street, 5th Floor, Boston, MA 02116

Reuse & Leasing Equipment

OSD Contracts of Interest

- Reuse/Refurbished - Request on the following contracts:
 - [OFF38](#) - Office, School and Library Furniture, Accessories & Installation
 - [ITC47](#) - IT Hardware and Services
 - [HSP41](#) - Laboratory Supplies and Equipment
 - [VEH96](#) - Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants
- Leasing/rental equipment:
 - [FAC88](#) - Lawns & Grounds, Equipment, Parts, and Services
 - [FAC112](#) - Equipment Rental Statewide Contract
 - [HSP41](#) - Laboratory Supplies and Equipment
 - [ITC47](#) - IT Hardware and Services
 - [ITC66](#) - Copiers, Printers, Scanners and Related Devices and Services
 - [ITC70](#) - IT Asset Lease Services
 - [ITS69](#) - Managed Print Services
 - [ITT57](#) - Two-Way Radio Equipment and Supplies
 - [OFF39](#) - Postage and Mail Processing Equipment, Accessories, Services & Supplies
 - [VEH112](#) - Vehicle Rentals

Find Recycled Content Products In SWC

Office Supply, Clothing and Grocer Contracts

[OFF47](#) - Office Supplies, Recycled Paper and Envelopes



- Copy paper
- Envelopes
- Dividers
- Folders
- Boxes
- Calendars
- Flip charts
- Index cards
- Mailing tubes
- Binders
- Books
- Clipboards
- Picture frames
- Trash and recycling containers

[OFF38](#) - Office, School and Library Furniture, Accessories & Installation



- Remanufactured furniture
- Reconditioned furniture
- Refurbished furniture

[OFF44](#) - Print, Copy & Mail Services, and Printed Promotional Products



- Copy paper
- Envelopes
- Many types of printed promotional items

[OFF45](#) - Art and Instructional School



- Multiple art and school supplies

[CLT08](#) - Clothing, Uniforms, Footwear, Accessories, Personal Care Products and Bedding



- Fleece

[GRO35](#) - Foodservice Supplies and Equipment, Institutional Commercial Grade Large and Small



- Dishware
- Compostable dishware and utensils

Find Recycled Content Products In SWC

IT and Vehicle Contracts



[ITC47](#) - IT Hardware and Services

- Registered EPEAT/TCO which includes recycled content requirements



[ITC66](#) - Copiers, Printers, Scanners and Related Devices and Services

- Registered EPEAT/TCO which includes recycled content requirements



[VEH96](#) - Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants

- Re-refined motor oil
- Recycled antifreeze
- Refurbished vehicle parts
- Recycled content vehicle parts
- Biobased lubricants



[VEH108](#) - Parts Inventory Management

- Re-refined motor oil
- Recycled antifreeze
- Refurbished vehicle parts
- Recycled content vehicle parts
- Biobased lubricants

Find Recycled Content Products In SWC

Facilities Contracts

[FAC85](#) - Environmentally Preferable Cleaning Products, Program, Equipment, and Supplies



- Janitorial paper products
- Plastic liners
- Trash/recycling containers/carts
- Mat systems
- Brooms/brushes
- Floor pads
- Spray bottles
- Compostable liners

[FAC87designatedDEP](#) - Recycling Containers, Compost Bins and Rain Barrels



- Recycled recycling bins
- Recycled trash bins
- Other recycling containers
- Compost bins

[FAC98](#) - Floorcoverings and Accessories, Floorcovering Installation, Maintenance and Repairs



- Multiple floor coverings
- Carpet cushion

[FAC102](#) - Athletic Supplies and Physical Education Equipment



- Multiple athletic equipment with recycled content

[FAC104](#) - Landscaping Products, Parks and Recreation Equipment and Related Products, Supplies and Service



- Mulch/compost
- Recycled and Reused gravel and stone
- Playground equipment and surfaces
- Benches and tables
- Running track
- Fencing, railing, partitions, lockers

[FAC86](#): Solid Waste and Recycling



- PAYT Bags with recycled

Find Recycled Content Products In SWC

Facilities Contracts – Maintenance Repair and Operations



[FAC100](#) - Building Maintenance Repair and Operations

[FAC101](#) - Facilities Maintenance, Repair & Operations (MRO) Industrial Supplies

[FAC105](#) - Maintenance Repair and Operations Industrial and Building Retail Products

- Janitorial paper products
- Plastic liners
- Trash/recycling containers/carts
- Mat systems
- Brooms/brushes
- Floor pads
- Spray bottles
- Liners
- Plastic lumber
- Roofing products and supplies
- Concrete and masonry supplies
- Paint products and supplies





- Collect EPP data
 - Quarterly vendor sales reports in B2GNow
- Measure EPP spend/ environmental benefits
- Verify specifications

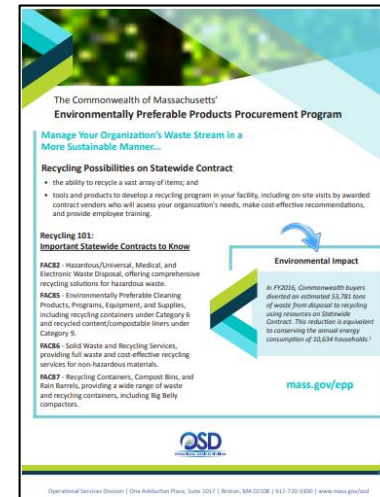
Annual Report – FY19

EPP Estimated Environmental and Cost Benefits	FY 2019
Estimated EPP SWC spend	\$400M
Estimated annual savings - primarily from energy efficient purchasing choices	\$5,600,000
Reduction in metric tons of carbon equivalent (MTCE) - primarily from purchasing energy efficient products and those containing post-consumer recycled content	219,235
Estimated tons of waste diverted from disposal to recycling	56,171

OSD measures spend based on vendor reported data. EPP data fluctuations from year to year may be due to budget constraints to purchase goods and services and/or vendor data consistency.

OSD Resources

- www.mass.gov/epp
- [Buy The Way](#) – OSD Newsletter
- [Sustainable Purchasing Video](#)



“Every time you spend money, you’re casting a vote for the kind of world you want”

- Anna Lappe, Sustainable Food Advocate

Additional Information

- **Websites of Interest:**
 - OSD's Main Website: www.mass.gov/osd
 - EPP's Main Website: www.mass.gov/epp
 - State Surplus Property Office: www.mass.gov/surplus-property-program
 - Contract User Guides: www.mass.gov/find-a-statewide-contract-user-guide
- **COMMBUYS:** Commonwealth's online procurement marketplace www.commbuys.com
- **Sign up for OSD Communications** [here](#)

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